

MONITORING INSTRUMENT ITEM REPORT

2013–14 Program Instruments

Migrant Education Online 2013–14

I. INVOLVEMENT

I-ME 01: Parent Advisory Councils

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators I-M 1. District and regional parent advisory councils (PACs) fulfill their responsibilities to:

- (a) Establish migrant education program goals, objectives, and priorities.
- (b) Review annual needs assessments, program activities for each school, and individualized educational plans.
- (c) Advise on the selection, development, and reassignment of migrant education program staff.
- (d) Be actively involved in the planning and negotiation of program applications and service agreements. (20 U.S.C. § 6394 (c)(3)(A), (B); California Education Code (EC) Section 54444.4(a).)

1.1 Members of the advisory council were elected by parents of migrant students at a general meeting to which all parents of pupils enrolled in the migrant program were invited. (EC § 54444.2(a)(1).)

1.2 The composition of the migrant parent council is determined by the parents of children enrolled in the migrant program. (EC § 54444.2(a)(1).)

1.3 At least two-thirds of the migrant program parent council consist of parents of migrant children. (EC §54444.2(a)(1).)

1.4 The LEA trains parent councils to carry out their responsibilities. (EC §54444.2(a)(4), 54444.4(a)(4).)

1.5 The Regional Application and District Service Agreement are presented to parents in a format and language understandable to them. (20 U.S.C. § 6394 (c)(3)(B).)

Associated Documents

Required and Suggested Documents

- ME Certificates of Eligibility for ME PAC Members [r]
- ME PAC Bylaws [s]
- ME PAC meeting agendas, minutes, and sign-in sheets [r]
- ME PAC meeting announcements [s]
- ME PAC Meeting Calendar [r]
- ME PAC Roster [r]

Legal References

I. INVOLVEMENT

I-ME 02: Consultation with Private Schools

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators I-M 2. For Elementary and Secondary Education Act (ESEA) programs, the LEA consulted with appropriate private school officials during the development of the program concerning:

- (a) Identification of students' needs (20 U.S.C. §§ 6320 (b)(1)(A), 7881 (c)(1)(A).)
- (b) What services will be offered (20 U.S.C. §§ 6320 (b)(1)(B), 7881 (c)(1)(B).)

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- (c) Service delivery options, including services through a contract with a third-party provider (20 U.S.C. §§ 6320 (b)(1)(C)(G), 7881 (c)(1)(C).)
- (d) Assessment and improvement of services (20 U.S.C. §§ 6320 (b)(1)(D), 7881 (c)(1)(D).)
- (e) The size and scope of services and the proportion of funds allocated (20 U.S.C. §§ 6320 (b)(1)(E), 7881 (c)(1)(E).)
- (f) Program delivery options (20 U.S.C. §§ 6320 (b)(3), 7881 (c)(4).)
- (g) Reasons for not using a contractor preferred by private school officials (20 U.S.C. §§ 6320 (b)(1)(H), 7881 (c)(2).)
- (h) The method and sources of data to determine the number of low-income private school students from eligible attendance areas (20 U.S.C. § 6320 (b)(1)(F).)
- (i) The right to complain to the California Department of Education concerning Title I, Part A, programs (20 U.S.C. § 6320 (b)(5)(A).)
- (j) Services for students eligible to participate in the migrant education program (20 U.S.C. § 7881 (b)(1)(B).)

Associated Documents Affirmation signed by participating private schools [r]
Dated notice to private schools of ESEA eligibility [r]
LEA Plan [r]

Required and Suggested Documents

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-ME 03: Migrant Region Services

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-M 3. The migrant region provides:

- (a) Technical assistance to LEAs according to the service agreement
- (b) Interagency coordination that improves services to migrant students
- (c) Direct services required by the service agreement (EC § 54444.4(c).)

Associated Documents LEA Plan [r]
ME District Services Agreement [r]
ME evaluation reports [r]
ME Needs Assessment [r]
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents ME records of Professional Development Activities for Teachers and Staff [r]
ME records of technical assistance and Interagency coordination activities; agendas, minutes, and sign-in sheets [r]

Legal References

III. FUNDING

III-ME 08: Use of Funds

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

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Comments by SEA

Compliance Indicators III-M 8. The migrant region and LEA use migrant education funds only for allowable activities and equipment. (20 U.S.C. § 6394 (c)(1)(A).)

Associated Documents ME District Services Agreement [r]
ME Personnel Activity Reports (PARs) [r]

Required and Suggested Documents ME staff, materials, and equipment expenditure records [r]

Legal References

III. FUNDING

III-ME 09: Supplement Not Supplant

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III-M 9. For the Migrant Education Program, the LEA uses categorical funds only to supplement, and not supplant, state and local funds: Title I, Part C. (20 U.S.C. §§ 6321(b), 6394 (c)(2).)

Associated Documents LEA Plan [r]
ME expenditure reports [r]
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents Master school schedule [r]
ME duty statements; regular year and summer school [r]
ME LEA summer school records [r]
ME lesson plans for before and after class and/or Saturday school programs [s]
ME regular and summer school daily schedules [r]

Legal References

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-ME 11: Evaluation, Assessment, Effectiveness

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators IV-M 11. The migrant region and LEA measure migrant student progress against the desired outcomes of the migrant education program and state academic content standards. (20 U.S.C. § 6396(a)(1)(D).)

11.1 The LEA completes an individual assessment of the educational and health needs of each migrant student within 30 days of enrollment. (EC § 54443.1[a])

11.2 The LEA identifies and addresses the needs of migrant children in coordination with other categorical programs. (20 U.S.C. § 6396[a][1][A])

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11.3 The LEA identifies and addresses the needs of migrant children through measurable program goals and outcomes. (20 U.S.C. § 6394[b][1][D])

11.4 The LEA and migrant region use academic assessment results and other pertinent migrant student data to improve the academic achievement of students. (20 U.S.C. § 6311[b][10])

11.5 The LEA and migrant region evaluate and determine the effectiveness of their programs and projects in providing migratory children with the opportunity to meet the same challenging State content and performance standards. (20 U.S.C. § 6394[c] and 34 CFR 200.42[a])

Associated Documents

LEA Plan [r]
ME Certificates of Eligibility of migrant students (r)
ME District Services Agreement [r]
ME evaluation reports [r]
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents

ME Individual Needs Assessment form [r]
ME records of coordination with other state and federal programs [r]

Legal References

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-ME 12: Staffing

Updated 06/04/2013 by Administrator Administrator

SEA Status

In Progress

Comments by SEA

Compliance Indicators

V-M 12. The migrant region and LEA provide professional development programs and support for teachers and other program staff members. (20 U.S.C. § 6394[c][6][B]; EC § 54444.4[b][3], [c][5])

12.1 Migrant program summer school staff members are properly credentialed and have cultural training and understanding of the special needs of migrant children. (EC § 54444.3[a][4])

Associated Documents

Required and Suggested Documents

ME records of technical assistance and Interagency coordination activities; agendas, minutes, and sign-in sheets [r]
ME staff credentials; regular year and summer school [r]
ME staff credentials; summer school [r]
ME staff development plans and policies; regular year and summer school [r]

Legal References

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-ME 13: Equal Opportunity

Updated 06/04/2013 by Administrator Administrator

SEA Status

In Progress

Comments by SEA

Compliance Indicators

VI-M 13. The migrant region and LEA provide migrant children with the opportunity to meet state academic content and achievement standards. (20 U.S.C. § 6396[a][1][C])

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13.1 The migrant region and LEA provide services required by state and federal laws or regulations. (EC § 54444.4 [b][1])
13.2 The LEA provides to migrant program schools general fund services comparable to those provided to other schools. (20 U.S.C. § 6321[c])
13.3 The migrant region and LEA provide educational continuity for migrant students through the timely transfer of educational and health records. (20 U.S.C. § 6391; 34 CFR 200.41[c])

Associated Documents

Required and Suggested Documents
ME samples of migrant students' class schedules [r]
ME transfer records from MSIX data system [s]

Legal References

VII. TEACHING AND LEARNING

VII-ME 15: Educational and Other Services

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators
VII-M 15. The LEA provides migrant students with the full range of services available from appropriate local, state, and federal education programs. (20 U.S.C. § 6394[b][1][A])

15.1 The migrant region and LEA provide a comprehensive, supplementary program designed to meet the educational, health, and related needs of participating students, as described in the service agreement. (EC § 54443.1[c])

15.2 The migrant region and LEA give priority for service to migrant children who are failing to meet state academic content standards and whose education was interrupted during the regular school year. (20 U.S.C. § 6394 [d])

15.3 The migrant region and LEA coordinate migrant education services with other state and federal programs. (20 U.S.C. § 6396[a][1][G])

15.4 The migrant region and LEA provide a brief individual learning plan, listing services to be provided, to parents annually or on enrollment. (EC § 54443.1[d])

15.5 The migrant region and LEA maintain migrant student records for kindergarten through grade twelve students, or copies, in the student cumulative record. (20 U.S.C. § 6394 [b] [3])

Associated Documents
LEA Plan [r]
ME sample Certificates of Eligibility of migrant students (r)
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents
ME class or course placement records [r]
ME records of coordination with other state and federal programs [r]

Legal References